3

Contract & Project Based Voucher Summary Report

Objectives

By the end of this chapter, you will be able to:

- Query information from Form HUD-52670
- View query data from browser
- Download and print a Voucher Summary Report

The Contract/Project Based Voucher Summary Report provides information derived from Form HUD-52670, Housing Certification and Application for Housing Assistance Payments within a specified date range. Grouped by project or contract, the report provides information on the total number of subsidized and non-subsidized units submitted on the voucher, as well as assistance payment information including total assistance payments, adjustments, and debt service.

The Contract/Project Based Voucher Summary Report option can be selected from the TRACS Main Menu.

From the Contract/Project Based Voucher Summary Report screen, the displays directly above the User Guide link as a visual to direct users to the user guide for assistance in using this application.

3.1 To access the Contract/Project Based Voucher Summary Query Screen:

1. From the TRACS Main Menu, click on the Contract/Project Based Voucher Summary Report link, and the following query screen (Figure 1) displays:

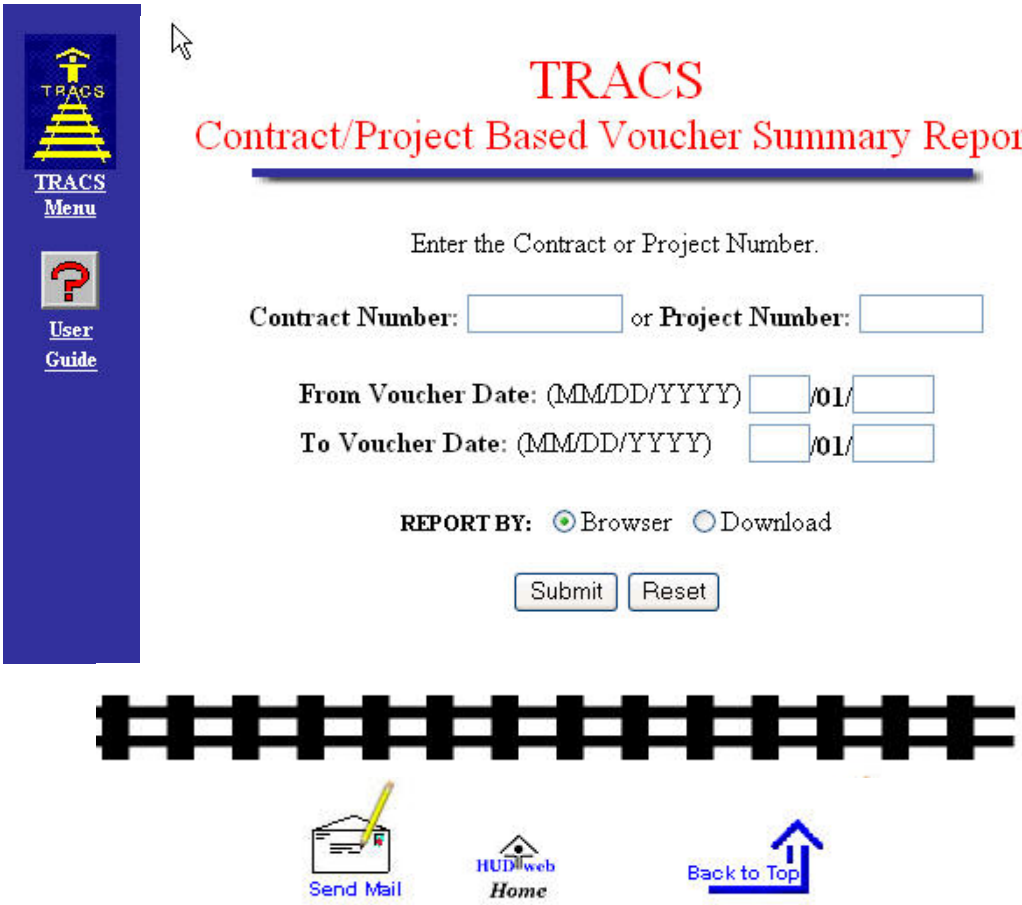


Figure 1. TRACS Contract/Project Based Voucher Summary Query Screen

3.2 To submit a Contract/Project Based Voucher Summary Query:

1. From the Contract/Project Based Voucher Summary Query Screen, enter the desired contract number or project number.

> *Note: The Contract Number is an 11-character field with no blanks allowed. The Project Number is an 8-character field with no blanks allowed.*

2. To specify a date range, enter dates in From Voucher Date and To Voucher date fields.

> *Note: Both dates have three fields: Month, Day, and Year; however, the Day field is fixed at 01 and cannot be edited. In other words, date ranges must begin and end on the first day of the month. Also, the Month field is two digits and the Year field is four digits.*

3. To view the report on-line, select Browser. To download report data to an ASCII file, click Download. (See next section) The default value for report type is Browser.

4. Click Submit to start the Query.

3.3 To download the Contract/Project Based Voucher Summary Report:

1. Click Reported by: Download; the following **Security Warning** screen (Figure 2) displays:

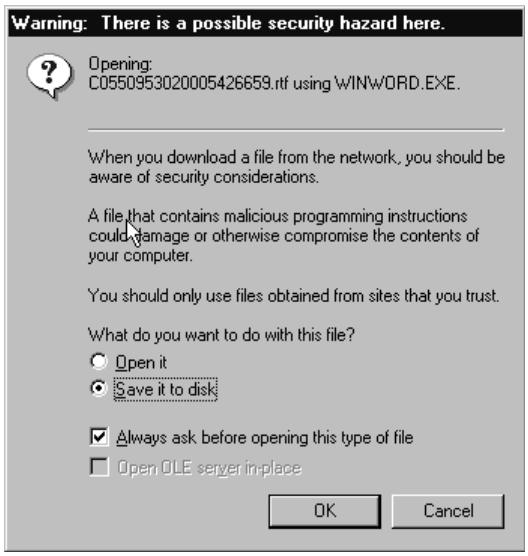
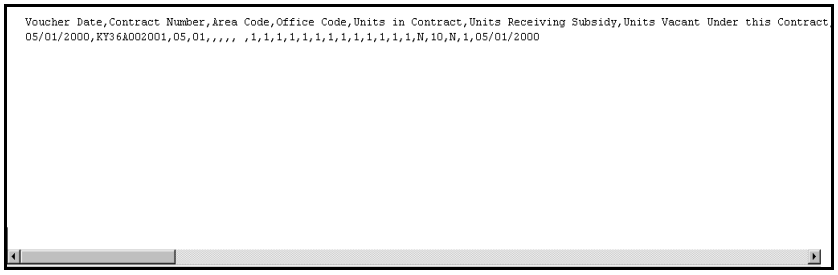


Figure 2. Security Warning Screen

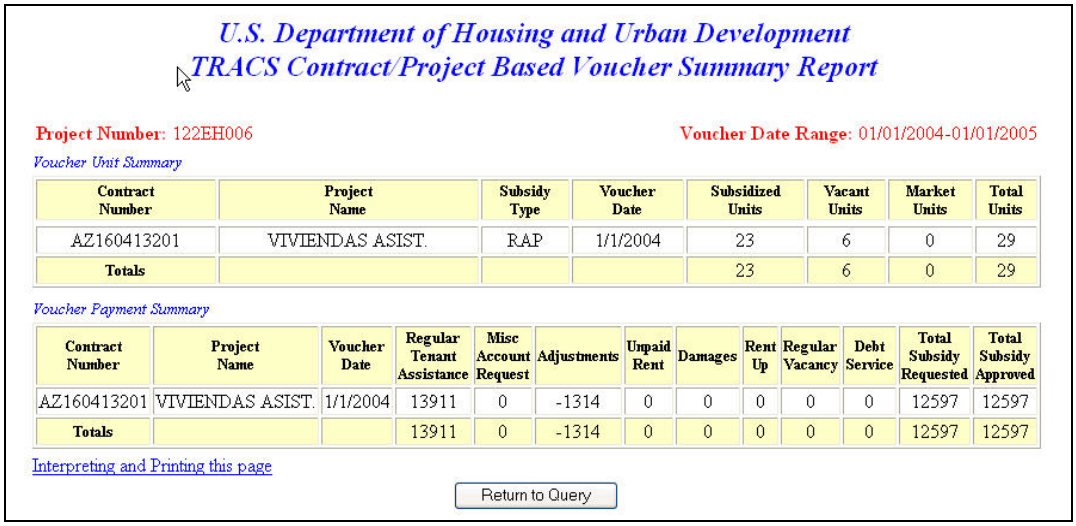
2. Select *Save it to disk* to name and save the file to your hard drive.

The ASCII file is comma delimited so the user may import the data into such database packages as Microsoft Access or Microsoft Excel. The *Header Field Names* display at the beginning of the downloaded file and are separated by commas. Following the *Header Field Names* is the data returned from the query. The data displays in the order of the *Header Field Names.* An example of an ASCII file is displayed in Figure 3. Figures 4(a) and 4(b) are two examples of the Contract/Project Based Voucher Summary Report.



```
Voucher Date,Contract Number,Area Code,Office Code,Units in Contract,Units Receiving Subsidy,Units Vacant Under this Contract
05/01/2000,KY36A002001,05,01,,,,, ,1,1,1,1,1,1,1,1,1,1,1,1,1,N,10,N,1,05/01/2000
```

Figure 3. ASCII File



U.S. Department of Housing and Urban Development
TRACS Contract/Project Based Voucher Summary Report

Project Number: 122EH006 **Voucher Date Range:** 01/01/2004-01/01/2005

Voucher Unit Summary

Contract Number	Project Name	Subsidy Type	Voucher Date	Subsidized Units	Vacant Units	Market Units	Total Units
AZ160413201	VIVIENDAS ASIST.	RAP	1/1/2004	23	6	0	29
Totals				23	6	0	29

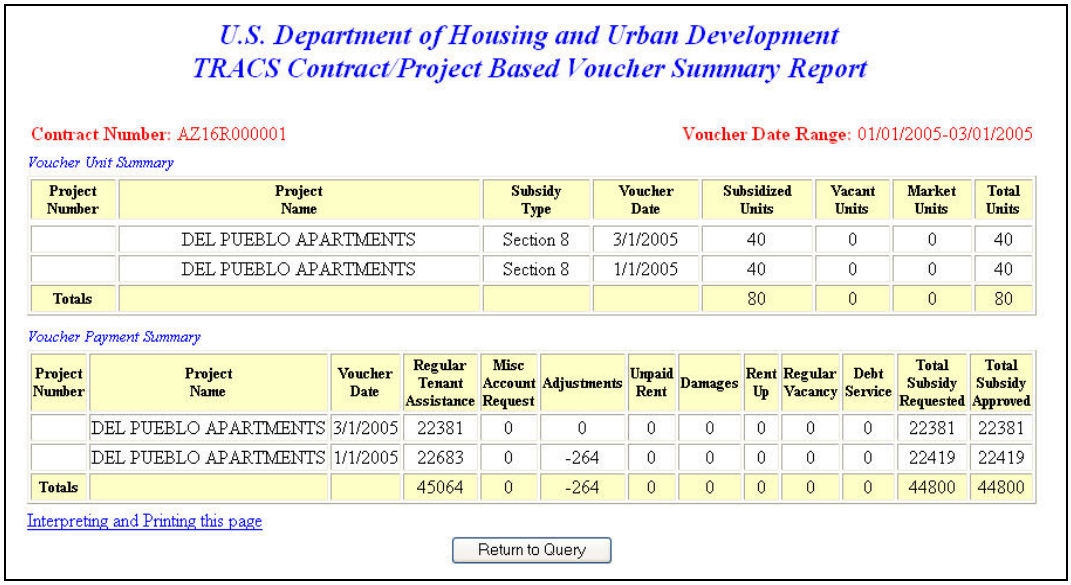
Voucher Payment Summary

Contract Number	Project Name	Voucher Date	Regular Tenant Assistance	Misc Account Request	Adjustments	Unpaid Rent	Damages	Rent Up	Regular Vacancy	Debt Service	Total Subsidy Requested	Total Subsidy Approved
AZ160413201	VIVIENDAS ASIST.	1/1/2004	13911	0	-1314	0	0	0	0	0	12597	12597
Totals			13911	0	-1314	0	0	0	0	0	12597	12597

Interpreting and Printing this page

Return to Query

Figure 4(a) Contract/Project Based Voucher Summary Report Queried by Project Number



U.S. Department of Housing and Urban Development
TRACS Contract/Project Based Voucher Summary Report

Contract Number: AZ16R000001 **Voucher Date Range:** 01/01/2005-03/01/2005

Voucher Unit Summary

Project Number	Project Name	Subsidy Type	Voucher Date	Subsidized Units	Vacant Units	Market Units	Total Units
	DEL PUEBLO APARTMENTS	Section 8	3/1/2005	40	0	0	40
	DEL PUEBLO APARTMENTS	Section 8	1/1/2005	40	0	0	40
Totals				80	0	0	80

Voucher Payment Summary

Project Number	Project Name	Voucher Date	Regular Tenant Assistance	Misc Account Request	Adjustments	Unpaid Rent	Damages	Rent Up	Regular Vacancy	Debt Service	Total Subsidy Requested	Total Subsidy Approved
	DEL PUEBLO APARTMENTS	3/1/2005	22381	0	0	0	0	0	0	0	22381	22381
	DEL PUEBLO APARTMENTS	1/1/2005	22683	0	-264	0	0	0	0	0	22419	22419
Totals			45064	0	-264	0	0	0	0	0	44800	44800

Interpreting and Printing this page

Return to Query

Figure 4(b) Contract/Project Based Voucher Summary Report Queried by Contract Number